

## Instructions for setting AKO E-mail to forward to your CA-ARNG (or Civilian E-mail ) account

1. The Secretary of the Army has directed that every soldier in the Army, Army Reserve, and National Guard obtain a logon to the Army Knowledge Online (AKO). Part of the account creation process includes a unique AKO E-mail address.
2. To ensure that you receive all messages sent to your AKO e-mail address in a timely manner, the AKO provides you the ability to automatically forward your E-mail from your AKO account to another account you monitor on a regular basis. For those soldiers who are Full-time with the National Guard, this would be your CA-ARNG E-mail address. For M-Day soldiers, this should be the e-mail account you monitor regularly.
3. Please follow the 9 steps below to set-up auto forward on your AKO E-mail account.

**Step 1:** Logon to your AKO Account by going to: <http://www.us.army.mil> (if you do not have an AKO account, please complete the online request form)



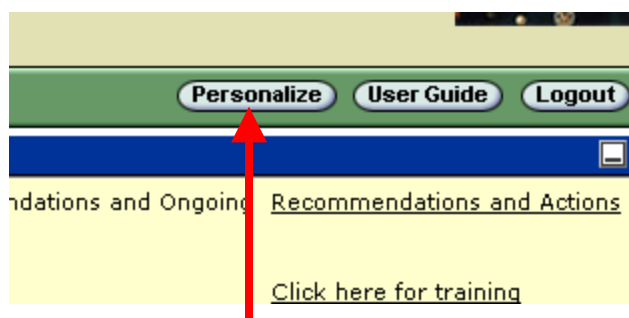
**Step 2:** Click on the Sign In Button.



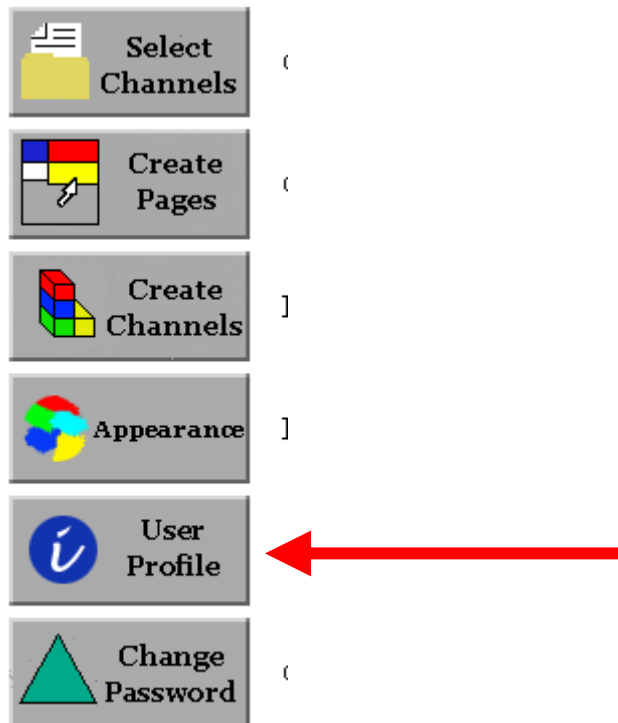
**Step 3:** Enter your AKO user logon and AKO password in the box provided. Then click the OK button to continue:

A Windows-style dialog box titled "Enter Network Password". It contains a key icon and the text "Please type your user name and password." Below this, it shows "Site: www.us.army.mil" and "Realm: akoatg8 [11:24:09:9334]". There are two input fields: "User Name" and "Password". Below the fields is a checkbox labeled "Save this password in your password list". At the bottom right are "OK" and "Cancel" buttons.

**Step 4:** Locate the Personalize Button near the top and on the right side of the window (below the heading). Click on the Personalize Button .



**Step 5:** Click on the User Profile Button to set your e-mail forwarding settings.



**Step 6:** Locate the Email Information area on the form. Click the Forward Email (Non-AKO Account) option. Next type the Email address you want all messages forwarded to. You will need to retype that email address in the Verify box to the right to confirm your have correctly entered your email. While you are there, feel free to update any of the information in the User Input Screen. Once completed, click the Submit Button.

**User Information:** This page allows you to view personal information and to make certain changes

**User Profile Information:**

User Name:		Rank/Grade:	
Basic Branch:		Branch/MOS:	
Functional Area/MOS2:		AKO Email Address:	

**Email Information:**

Your email is currently **Forwarded**.

**Update Your Email Information**

Select a Mail Option: ☐ AKO Mail ☒ Forward Email (Non-AKO Account)

Forwarding Address:  Verify (Re-enter address):

Registration Email Address:  \*"Lost Passwords" are sent to your registration email address

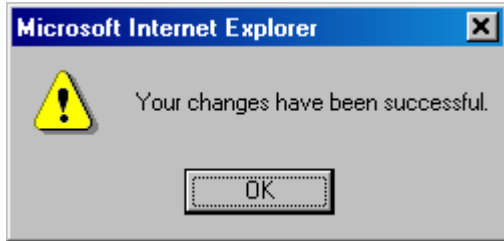
**User Input Information:**

The following user profile fields may be updated through the portal. Please enter the appropriate information.

Phone Number:

Zipcode:

**Step 7:** Acknowledge the completed screen by clicking the OK Button.



**Step 8:** Close the Personalize window by clicking on the X in the upper right corner.



**Step 9:** Log off AKO.

Procedure Completed.